

## Job details

Job 1 of 1

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All applicants for this job announcement are required to complete and attach the Supplemental Application Information Form to their standard employment application.

**Bulletin Number**

36834BR

**Type of Recruitment**

Open Competitive Job Opportunity

**Department**

Board of Supervisors Executive Office

**Position Title**

DEPUTY INSPECTOR GENERAL

**Additional Title**

Pending establishment of classification by the Board of Supervisors

**Exam Number**

H1651A

**Filing Type**

Open Continuous

**Filing Start Date**

05/23/2014

**Salary Type**

Monthly

**Salary Minimum**

9173.09

**Salary Maximum**

13409.36

**Benefits Information****Non-Represented Employees**

• Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules

**Position/Program Information**

Provides Independent civilian monitoring of the Sheriff's Department operations by reviewing and analyzing reports and data provided by the Department, other members of the Office of Inspector General, and direct observations of Department operations.

Positions allocable to this class report to an Assistant Inspector General, the Chief Deputy and the Inspector General and provide legal and practical analysis of data to recommend subjects for reporting and draft reports. The incumbent is also responsible for working closely with Office of the Inspector General personnel and Sheriff's Department employees to conduct monitoring activities and convert information gained from monitoring into proposals for policy change in the Sheriff's Department. The incumbent must have excellent interpersonal skills, the highest level of integrity, and a strong commitment to maintaining confidentiality where provided for by law. The work performed is of a highly specialized, complex and often sensitive nature and subject to review for adherence to policy, initiative, and sound judgment.

**Essential Job Functions**

Monitors and reviews use of force statistics, internal investigations of force incidents and misconduct, disciplinary decisions, the quality of audits and inspections conducted by the Sheriff Department, the condition of jail facilities, the operations of Sheriff's stations and subcommands, as well as any other factors that may contribute to the effective and lawful running of the department.

Makes recommendations designed to reduce unnecessary use of force, misconduct and the County's exposure to lawsuits.

Consults with Sheriff's Department personnel, County employees, community members, and other interested parties to develop periodic recommendations for

policy and procedural changes designed to improve the operations of the Sheriff Department.

Works cooperatively with other Inspector General staff to accomplish office goals, including the creation of work plans and tracking of the status of data gathering.

Consults with Sheriff's Department personnel when necessary regarding Departmental policies, disciplinary action, and other activities to encourage lawful and effective conduct.

Monitors effective techniques or emerging consensus regarding the Sheriff's Department operations, training, recruiting, equipment, policies and procedures.

Analyzes law enforcement procedures to produce recommendations for best practices and maintains expertise in this area through continued training and observation.

Takes steps necessary to obtain data needed for review and analysis, including, when necessary, direct data gathering from the Sheriff's Department which may include traveling to crime scenes and Sheriff's facilities, sometimes at times other than normal working hours, and observing operations and training and conducting interviews.

Plans and directs investigations with other Inspector General staff of selected incidents, problems or systems failures with Sheriff's Department operation. Reports findings to the Assistant Inspector General, the Chief Deputy and the Inspector General.

Prepares draft public reports on the Sheriff's Department to facilitate public awareness.

**Requirements****MINIMUM REQUIREMENT:**

Five years or more of full-time paid professional experience as a local, state, federal prosecutor, defense attorney or other attorney working in a field related to law enforcement or civilian monitoring of government or law enforcement; or conducting or supervising complex investigations and/or risk management operations or analysis.

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)  
Required**

**Admission to practice law in all courts in California.**

**A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.**

**Desirable  
Qualifications**

- Experience relating to law enforcement, monitoring law enforcement or risk management.
- Demonstrated analytical and problem solving skills to make sound decisions regarding law enforcement, monitoring law enforcement or risk management.
- Experience developing and maintaining professional relationships with co-workers, Sheriff's Department personnel, community organizations, and members of the public in order to successfully accomplish mutual goals.

**Special  
Requirement  
Information**

U.S. Citizenship is required at the time of filing.

**Examination  
Content**

THIS EXAMINATION WILL CONSIST OF:

An Evaluation of Experience based on application information and **Supplemental Application Form** weighted 100%.

Each candidate's background will be evaluated based on the information provided on his/her standard Los Angeles County Employment Application and Supplemental Application Form, especially the areas pertaining to Minimum Requirements, Desirable Qualifications and Supplemental Application Form to determine the level and scope of the candidate's job preparation for this position.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.

**Special  
Information**

For more information about the Los Angeles County Executive Office of the Board of Supervisors, you may visit their website at:

[www.bos.lacounty.gov](http://www.bos.lacounty.gov)

**Vacancy  
Information**

The resulting eligible register for this examination will be used to fill vacancies in the Executive Office of the Board of Supervisors, Office of the Inspector General.

**Eligibility  
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

**RETAKE:** No person may compete in this examination more than once every 12 months.

**Available Shift**

Day

**Application and  
Filing  
Information**

All applicants are required to submit a Standard County of Los Angeles Employment application and Supplemental Application Form **ONLINE ONLY**. Resumes cannot be accepted in lieu of applications, although resumes and supporting documents may be uploaded as attachments to the online application.

Applicants must apply online by clicking on the link above or below this bulletin that reads, APPLY TO JOB, so you can apply online and track the status of your application and get notified of your progress by email.

Applicants must submit their application and Supplemental Application Form by 5:00 pm, PST, on the last day of filing.

**Note: If you are unable to attach required documents, you may fax them to (213) 626-1398 within 15 calendar days of filing. Please include your name, exam number and exam title.**

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

No sharing of User ID and Password: ALL APPLICANTS MUST FILE THEIR APPLICATION ONLINE USING THEIR OWN USER ID AND PASSWORD. Using a family member or friend's user ID and password may erase a candidate's original application record.

For candidates who may not have regular access to a computer or the internet, applications and supplemental application form can be completed using computers at public libraries throughout Los Angeles County.

**This examination will remain open until the needs of the department are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.**

The acceptance of your application depends on whether you have clearly shown that you meet the Minimum Requirements. Please fill out your application completely and correctly to receive full credit for any related training, and job related experience. All information and records are subject to verification. Applications may be rejected at an stage of the selection process. We may reject your application at any time during the selection process.

FAILURE TO PROVIDE COMPLETE INFORMATION INCLUDING THE NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S); YOUR JOB TITLE(S); BEGINNING AND ENDING DATES; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE; LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE OF YOUR ORGANIZATION, COMPLEXITY AND LEVEL OF ACCOUNTABILITY RELATED TO YOUR EXPERIENCE MAY IMPACT THE ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

Each candidate's background will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position as it is related to meeting the Minimum Requirements and Supplemental Application Form.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Barbara Aldana
<b>Department Contact Phone</b>	(213) 974-1421
<b>Department Contact Email</b>	bcastaneda@bos.lacounty.gov
<b>ADA Coordinator Phone</b>	(213) 9741421
<b>Teletype Phone</b>	(213) 974-1707
<b>California Relay Services Phone</b>	(800) 735-2922
<b>Job Field</b>	Legal and Justice System
<b>Job Type</b>	All Others

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